



## Administrative Assistant to the Selectmen

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To: Selectmen  
Code Enforcement Officer  
Planning Board Chair  
Appeals Board Chair  
From: Stu Marckoon, Adm. Asst.  
Re: Code Enforcement, Planning & Appeals Board Budgets  
Date: November 13, 2017

I have attached the proposed budget for 2018/19 for Code Enforcement and operation of the Planning and Appeals Boards. While the percentage increased proposed is sizable, the dollar amount increase is \$2,550.

**Code Enforcement Officer** – The net proposed increase for the Code Enforcement Officer is roughly \$2,000. The current budget had the CEO on one line and the Local Plumbing Inspector on another as they were different individuals. Our new CEO is also the LPI, but the working arrangement with her is that she will be paid the town's share of plumbing permit fees.

We have her in for a full day (8-hours) on Wednesdays now. We pay her \$25/hour. Additionally, the proposed budget includes four more hours if needed. This works out to \$15,600 a year (\$300/week for 52-weeks).

**LPI** – The local share of plumbing permits is 75% of the permit. We budget \$3,000.00 in revenue, therefore, \$1,650 is the budget for the LPI portion of her salary.

**Supplies/Printing** – The current budget is proposed to double to \$200/year. We expect a major shift in filing systems which will likely necessitate more office supplies dedicated to the CEO.

**Mileage** – The CEO will be paid mileage for all inspections as well as any extra trips into Lamoine from Otis if more than just Wednesday is required. Therefore, the increase in mileage to \$500.00

**Legal** – The \$500 Legal line will remain unchanged.

**Advertising** – The \$50 ad line will remain unchanged.

**Planning Board** – The proposed \$2,000 operating cost of the Planning Board will remain unchanged. This includes the membership to the Hancock County Planning commission (which is the bulk of the cost)

**Board of Appeals** – A \$200.00 operations line remains for the Appeals Board

**Training** – We share our CEO with other communities and our agreement with the CEO was to pick up 20% of any training costs that might be incurred.

**Miscellaneous** – This is proposed to increase by \$150.00 as this will be part of a transition year to the new CEO. I'm not sure what miscellaneous costs there might be.

**Total Budget** – The total proposed budget is up \$2,550.00, salary and mileage are the bulk of it.

Respectfully submitted,

Stu Marckoon